

## **Historic, Archive Document**

Do not assume content reflects current scientific knowledge, policies, or practices.



1.17  
H2P942  
42  
UNITED STATES DEPARTMENT OF AGRICULTURE  
PRODUCTION AND MARKETING ADMINISTRATION  
Washington 25, D. C.

Number 87  
April 14, 1947

PROCEDURE TRANSMITTAL

NOTICE

CHANGE OF ADDRESS, COMPLIANCE AND INVESTIGATION BRANCH, ATLANTA: The Atlanta address of Compliance and Investigation Branch is 449 W. Peachtree Street, N. E., Atlanta 3, Georgia. The telephone number is Walnut 4977. This was effective April 7, 1947.

NEW RELEASES

406.1  
4-3-47

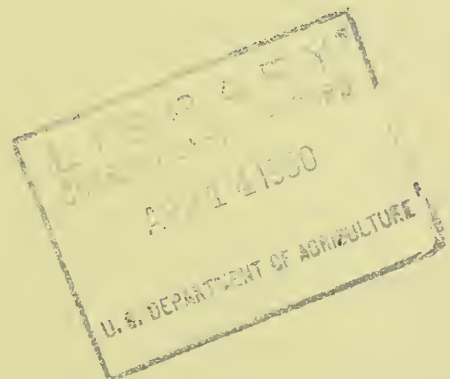
FEDERAL FIRE COUNCIL REPORTS: Establishes procedure for the preparation, submission, and use in PMA of reports required by the Federal Fire Council covering all fires involving Government-owned or leased property under the custody or control of PMA (except automotive vehicles) and any real property occupied under agreement.

(Forms Manual Insertion)

FORM FFC-3R

REPORT OF FIRE ON GOVERNMENT OWNED OR LEASED PROPERTY, 4-4-47

\* \* \*



UNITED STATES DEPARTMENT OF AGRICULTURE  
BUREAU OF PLANT INDUSTRY  
WASHINGTON, D. C.

OFFICE OF THE CHIEF, BUREAU OF PLANT INDUSTRY

MEMORANDUM

TO: THE CHIEF, BUREAU OF PLANT INDUSTRY  
FROM: [illegible]  
SUBJECT: [illegible]

[illegible text]

[illegible text]

---

FEDERAL FIRE COUNCIL REPORTS

---

Office Services  
Basic  
Fires

## I PURPOSE

This Instruction establishes procedure for the preparation, submission, and use in PMA of reports required by the Federal Fire Council covering all fires involving Government-owned or leased property under the custody or control of PMA (except automotive vehicles), and any real property occupied under agreement. These reports are in addition to and do not make unnecessary the submission of injury reports (Instruction 353.1), automotive accident reports (Instruction 436.1), or property survey reports (Instruction 422.1). This Instruction applies to all Washington, area and field offices.

## II DEFINITION OF "AREA AS DIVISION"

Where "Area AS Division" is used, it refers to the appropriate Administrative Services (AS) Division, or the Chief of Operations in the Divisional Office of the Labor Branch in Philadelphia, as applicable.

## III RESPONSIBILITIES

A Reporting Office - The officer in charge of area or field offices shall submit a report in an original and three copies typed in the exact format of Form FFC-3R, "Report of Fire on Government-owned or Leased Property," (See Forms Manual Insertion.) to the Area AS Division within 48 hours after the occurrence of any fire causing damage to or loss of Government-owned or leased property in his custody (except automotive vehicles), or real property occupied under agreement. Washington offices shall telephone the AS Division immediately upon occurrence of a fire in Washington and submit the FFC-3R in an original and two copies within 48 hours thereafter. FFC-3R

B Area AS and PE Divisions - The Area AS Division shall (1) review the report in collaboration with the area safety officer, Area Personnel (PE) Division, (2) secure additional information from the reporting office, if necessary, (3) make appropriate adjustment or cross-reference in property and lease records, and (4) institute appropriate fire prevention or control measures, if the report reveals necessity for such action. The Area AS Division shall retain one copy of the report and forward the original and two copies to the Washington AS Division. If corrective measures were taken, or are recommended but could not be instituted at the area level, a covering memorandum (original and one copy) containing complete information as to action taken or recommended, shall accompany the report.

C Washington AS and PE Divisions - The Washington AS Division shall (1) review reports received from area or Washington offices in collaboration



FEDERAL FIRE COUNCIL REPORTS

---

## (III C)

with the Safety Section, PE Division, (2) secure through appropriate channels any additional information needed from the reporting office, (3) retain one copy and forward the original and one copy of the report to the Office of Plant Operations for appropriate action and transmittal to the Federal Fire Council, (4) determine with the Safety Section, PE Division, whether corrective measures taken or recommended by the Area office or the reporting office in Washington are adequate, and institute additional measures if necessary, (5) make appropriate adjustment or cross reference in property and lease records, (6) follow-up as needed on the installation of necessary fire prevention measures. The Safety Section, PE Division will make periodic analyses of the extent and causes of fire losses in PMA and issue reports of the findings.

## IV PREPARATION OF REPORT

Since fires occur infrequently, supplies of printed FFC-3R will not be furnished. Typewritten reports shall be prepared in accordance with the exact format and instructions shown in the Forms Manual. If two or more branches are involved, they should collaborate in the submission of a single report. FFC-3R is primarily designed for reporting fires in buildings. When reporting fire damage to property other than buildings, complete those items which may be applicable.

A Specific Instructions - The paragraph number of items circled pertain to the corresponding numbered questions on FFC-3R in the Forms Manual.

① Building - Identify building by name, street number, city and State.

② Location of Fire in Building - Indicate the room, floor, or part of the building in which fire started, and where applicable, the equipment in which fire originated.

③ Time - Give date and hour that fire occurred.

④ Building Size - Give length, width and height of building.

⑤ Type of Construction - The following materials are suggestive of common types used in building construction. For small fires controlled in their early stages, details of building construction and finish need be given only if they contributed to the origin and assisted or retarded the spread of the fire.

a Framing - Reinforced concrete, structural steel protected, structural steel unprotected, heavy timber, wood frame.

FEDERAL FIRE COUNCIL REPORTS

---

Office Services  
Basic  
Fires

(IV A 5)

b Exterior Walls - Brick, solid concrete, stone with brick or hollow tile backing, brick veneer on wood frame and sheathing, corrugated iron or sheet metal on steel or wood framing, stucco on wood or metal lath on wood sheathing, wood shingles or boards on wood framing.

c Floor Construction - Solid reinforced concrete of beam and girder type or flat slab, concrete joist with metal pans or hollow tile, steel joist, heavy timber, wood joists.

d Floor Surface - Granolithic, terrazzo, ceramic tile, cork tile, rubber tile, mastic, wood block, wood.

e Roof Construction - Reinforced concrete of beam and girder type or flat slab, same on protected steel beams and girders, same on unprotected beams and girders, wood on timber trusses, wood on unprotected steel trusses, wood sheathing on wood joists or rafters.

f Roof Covering - Tar and gravel, slate, tile, cement-asbestos, asphalt roll roofing or shingles, wood shingles, metal.

g Partitions - Hollow tile, gypsum block, wood stud, metal stud, steel and glass, wood and glass.

h Interior Finish - Plaster on masonry, wood lath, metal lath, plasterboard, wood, wood pulp board.

⑥ Occupancy - Give general nature of occupancy of building, such as office, laboratory, storage, mess hall, machine shop, and so forth, and specific occupancy where fire probably started.

⑦ Extent of Damage

a Amount of Property Damage - For items (1) and (2) give estimated cost of damage to building and inventoried contents based on the cost of repair or replacement. The cost of damage should not exceed the current value of building or equipment. Item (3) applies to correspondence, accounts, tracings, and so forth. Describe briefly and give best estimate possible.

b Irreplaceable Contents - Itemize property damaged or destroyed and give estimate of value if possible.



FEDERAL FIRE COUNCIL REPORTS

---

## (IV A 7)

c Loss of Life - State number of persons and whether men, women or children.

d Injury to Persons - State number of persons and extent of injury.

(8) Cause of Fire - State cause when definitely known. When doubt exists give best information available and opinion as to the cause. When cause cannot be determined state extent of investigation conducted. Common causes of fires are exposure from other buildings, forests, and so forth, matches, smoking, defective chimneys and flues, stoves, furnaces, boilers, and their pipes, electricity, sparks on roofs, petroleum and its products, spontaneous ignition, lightening, sparks from machinery, hot ashes and coals, and open fires. Contributory causes include spilled oil, and accumulations of rubbish and packing materials.

(9) How Was Fire Extinguished - State whether fire was extinguished by sprinklers, hand extinguishers, hand hose, or public fire department; if by hand extinguishers, state whether soda and acid, carbon tetrachloride, carbon dioxide, foam, hand pumps, water pails, or other hand device.

(10) Alarm and Equipment - Describe alarm system, if any, and state the number and type of fire extinguishers provided in the building or if building was equipped with automatic sprinkler system.

(11) Defects or Inadequacies - State whether or not adequate fire fighting equipment was provided and if such equipment was in good operating condition.

(12) How Was Fire Alarm Transmitted - State whether fire alarm was transmitted by telephone, automatic alarm, sprinkler system, coded air whistle, manually or electrically operated siren, central station supervisory system, municipal alarm, or other method.

(13) Suggestions for Preventing Similar Fires - Based on knowledge of circumstances surrounding the fire being reported, indicate what measures should be taken in the future to prevent or control similar fires. Typical examples include: Use only metal file cases, shelving or waste baskets; install only fireproof partitions; issue stringent regulations governing smoking; install sprinkler system or hand extinguishers; inspect all fire fighting equipment regularly; install a fire alarm system; develop and enforce regulations on the removal of trash, storage of inflammables, and so forth; instruct all employees in fire prevention and fire fighting measures.



FEDERAL FIRE COUNCIL REPORTS

---

Office Services  
Basic  
Fires

(IV A)

14 Story of Fire - Give complete description of the occurrence. Include information relative to the cause, discovery, sprinkler action, if any, how alarm and extinguishing devices operated, how construction details withstood the fire, details of exits if a factor in the spread of fire or in loss of life, lessons of the fire, and other general information. Plans, sketches, or photographs, if obtainable, will be helpful in making a study of the fire.

\* \* \*

